

<p style="text-align: center;">KENTUCKY CORRECTIONS Policies and Procedures</p>	<p>Policy Number</p> <p style="text-align: center;">3.2</p> <p>Date Filed</p>	<p>Total Pages</p> <p style="text-align: center;">2</p> <p>Effective Date</p> <p style="text-align: center;">March 23, 2006</p>
<p>References/Authority</p> <p>101 KAR 2:102</p>	<p>Subject</p> <p style="text-align: center;">EMERGENCY CONDITIONS AND INCLEMENT WEATHER</p>	

I. DEFINITIONS

"Emergency Conditions" means any situation if it is necessary to stagger hours or close state offices for all but employees needed for mandatory operations. These situations may include a man-made disturbance, (e.g., arson, riot); accidental (mechanical breakdown, fire, failure of gas, electrical or water system, other); or natural event (snow or ice storm, flooding, tornado, earthquake, other).

II. POLICY and PROCEDURES

- A. For personnel call-up purposes, an emergency exists if declared by the Governor, Commissioner of the Department of Corrections, or designee.
- B. Corrections employees who work in administrative central office positions in Frankfort shall in emergency conditions adhere to the working hour schedule announced for Frankfort employees by the Office of the Governor.
- C. Corrections employees who work in Franklin County in institutional positions shall adhere to the institutional policy regarding emergency designation for reporting requirements.
- D. Corrections employees who work at an institutional location shall adhere to the policy and procedure approved and established by the Division of Adult Institutions and the local institution.
- E. Employees of the Division of Community Services and Facilities shall be required to provide probation and parole services to the courts as required.
- F. The Divisions of Adult Institutions, Community Services and Facilities, Corrections Training and office heads shall be directed to designate personnel needed for mandatory operations during emergency conditions if there has been a public announcement of state office closings or changed working hours. Leave for any employee not needed for mandatory operations may be taken in accordance with 101 KAR 2:102, Section 10.

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- G. Each Corrections employee shall furnish a telephone number to his supervisor so that he may be reached in an emergency.
- H. The Warden shall authorize the use of a state owned vehicle, if necessary, to transport necessary employees to work during emergency conditions.
- I. If an employee is absent due to emergency conditions, immediately upon return to work the employee shall consult with his supervisor, to request leave or make up the time in accordance with 101 KAR 2:102(10).